

**U.S. DEPARTMENT OF COMMERCE CHARTER**  
**National Institute of Standards and Technology**  
**Charter of the**  
**Manufacturing Extension Partnership Advisory Board**

**1. Committee's Official Designation:** Manufacturing Extension Partnership (MEP) Advisory Board.

**2. Authority:** The MEP Advisory Board is authorized under Section 3003(d) of the America COMPETES Act (P.L. 110-69) in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C., App.

**3. Objectives and Scope of Activities:** The Board provides a forum for input and guidance from the MEP program stakeholders in the formulation and implementation of tools and services focused on supporting and growing the U.S. manufacturing industry.

**4. Description of Duties:**

- Provide advice on MEP programs, plans, and policies.
- Assess the soundness of MEP plans and strategies.
- Assess current performance against MEP program plans.
- Function solely in an advisory capacity, and in accordance with the provisions of the Federal Advisory Committee Act.

The Board shall transmit an annual report through the NIST Director to the Secretary for transmittal to Congress within 30 days after the submission to Congress of the President's annual budget request each year. The report will address the status of the MEP and comment on the relevant sections of the programmatic planning document and updates thereto transmitted to Congress by the Director under 15 U.S.C. 278i(c) and (d).

**5. Official to Whom the Board Reports:** The Board will report to the Director of NIST.

**6. Support:** The Manufacturing Extension Partnership program will provide all necessary support for the Board's activities.

**7. Estimated Annual Operating Costs and Staff Years:** The annual cost of operating the Board is estimated at \$100,000.00, which includes .50 work years of staff support. Members of the Board will not be compensated for their services but will, upon request, be allowed travel and per diem expenses as authorized by 5 U.S.C. 5701 et seq., while attending meetings of the Board or subcommittees thereof, or while otherwise performing duties at the request of the Chair, while away from their homes or regular places of business.

**8. Designated Federal Officer:** The Designated Federal Officer (DFO) will be the Deputy Director of MEP. The DFO (or his or her designee) will approve or call all of the advisory committee meetings, prepare and approve all meeting agendas, attend all committee meetings, adjourn any meeting when the DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the official to whom the advisory committee reports.

**9. Estimated Number and Frequency of Meetings:** The Board will meet at least two times a year. Additional meetings may be called by the NIST Director.

**10. Membership and Designation:** The Director of the National Institute of Standards and Technology (NIST) shall appoint the members of the Board. Members shall be selected on a clear, standardized basis, in accordance with applicable Department of Commerce guidance. Members serve at the discretion of the NIST Director.

The Board shall consist of 10 members, broadly representative of stakeholders, appointed by the NIST Director. At least 2 members shall be employed by or on an advisory board for the MEP Centers, and at least 5 other members shall be from U.S. small businesses in the manufacturing sector. No member shall be an employee of the Federal Government.

Committee members from the manufacturing industry and those representing specific stakeholder groups shall serve in a representative capacity. Committee members from the academic community shall serve as experts, will be considered Special Government Employees (SGEs), and will be subject to all ethical standards and rules applicable to SGEs.

The term of office of each member of the Board shall be three years, except that vacancy appointments shall be for the remainder of the unexpired term of the vacancy. Any person who has completed two consecutive full terms of service on the Board shall be ineligible for a third term during the one year period following the expiration of the second term.

The Board's chairperson and vice chairperson will be appointed from its membership by the Director of NIST under the advisement of the Director of MEP. The Chair will serve a 2 year term, subject to renewal by the Director.

**11. Subcommittees:** NIST may establish subcommittees subject to the provisions of FACA, the FACA implementing regulations, and applicable Department of Commerce guidance. Subcommittee members are to be selected from the parent Board.

**12. Record Keeping:** Records of the MEP Advisory Board, and of any formally and informally established subcommittees or other subgroups of the Board, shall be handled in accordance with General Records Schedule 26, Item 2 or other approved agency records disposition schedule. These records shall be available for public inspection or copying, subject to the Freedom of Information Act (5 U.S.C. 552).

**13. Duration/Termination:** This charter will terminate two years from the date of its filing with the appropriate U.S. Senate and House of Representatives Oversight Committees unless earlier terminated or renewed by proper authority. Duration shall coincide with the period the America COMPETES Act is in effect and the activities under it are funded.



---

Chief Financial Officer and  
Assistant Secretary for Administration

10.21.2011

Filing Date